## APPLICATION FOR RECORDS RETENTION SCHEDULE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 870831-02 1. Agency Address Department of Education FOR AGENCY USE FOR RECORDS MANAGEMENT USE Application Date Application Number Office of Evaluation and Personnel Development Application Number Date Received Date Completed Division of Standards and Evaluation JUN 30 1988 1754 Twin Towers East, Atlanta, Ga 30334 AUG 31 1987 2. Person to Contact **Working Title** Telephone Number Darlene G. Rogers Senior Secretary 656-0616 3. Action Requested a. Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. XX Amend Application No. 81-32-A Check One: XX Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1966 Present PUBLIC SCHOOL STANDARDS APPLICATION FILES 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Standards and Evaluation is responsible for the Comprehensive Evaluation of local school systems, schools, and RESA's, as well as for coordinating local school system strategic planning efforts. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Applying standards for all local public school systems. Documents relating to: System and School answer sheets, update forms and related Included are: correspondence. (Some years contain EDP printouts of answer sheets.) File is arranged: Chronological by school year; thereunder alphabetically by local school system. 8. Monthly Reference Rate How often are records referred to which are: $_{ extstyle :}$ ; Seven to twelve months old $\underline{\phantom{a}100}$ ; Thirteen to twenty-four months old $\underline{\phantom{a}}$ twenty-five months and older 9. Annual Rate of Accumulation of Records

Letter-size drawers \_

\_; Legal-size drawers \_

\_\_\_; Shelves \_\_

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A   I.   Is the information contained in this series ever published? If yes, attach copy.	N/A								
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b. Statute of limitation O years. e. Administrative need 5 years.  C. Federal law O years. f. Federal retention instructions U years.  Attach copy or excert of laws or regulations. Explain administrative need.  12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:  Calendar Year; X2 Fiscal Year; Other then,  Hold in the current files area month(s) 2 year(s); then  Transfer to local holding area; hold year(s); then  Transfer to State Records Center; hold 3 year(s); then  Destroy.  Transfer to State Archives for permanent retention.  Other (Specify)  These instructions apply to all prior and future accumulations of the series.  Agency Head(Designeg (Signature) Date  Agency Head(Designeg (Signature) Date  State Records Committae (Signature) Date  Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee  Attorney General/Designee  Attorney General/Designee				- ·			•		
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